Administrative Assistant/Research Assistant (“UniServ Associate/Research Assistant”)

Based in Trumbull, CT

ABOUT US:

Connecticut Education Association is a dedicated educators’ labor union whose mission is to champion for educators, students, and public schools. We have been a leading voice for teacher professionalism and school improvement since we were formed in 1848.

DUTIES AND RESPONSIBILITIES:

- Provide administrative support: produce documents and correspondence, create and edit various forms, communications, presentations and reports, as required.
- Manage calendars, arrange meetings for multiple parties, receive and greet in-person guests and reserve meeting rooms, as needed.
- Screen calls and manage messages.
- Communicate in a professional manner in-person and by telephone or email.
- Handle confidential documents and information appropriately.
- Maintain research on the current contract language.
- Maintain the grievance arbitration database.
- Perform liaison activities with regional offices and the research department.
- Assist with maintenance of research data and information.
- Assist with specialized training specific to research matters.
- Work with Information Services/Research Associate on continued support and research development.
- Ensure that all contracts are available electronically and, in a format consistent with CEA needs.
- Obtain training on specific software and/or programs to support job responsibilities.
- Develop, and make available, instructions for use by staff on utilizing and updating various programs.
- Exhibit an ability and willingness to learn/understand the collective bargaining process.
- Exhibit an ability and willingness to learn/understand grievance procedures.
- Other duties as needed.
MINIMUM REQUIREMENTS:

- Must be an energetic self-starter, who is highly organized. Someone who welcomes challenges and is able to work in a fast-paced environment with limited day-to-day supervision.
- Highly organized with prior experience supporting professional staff in an office environment.
- Demonstrated ability to use discretion, diplomacy and make sound judgements.
- Proficiency with MicroSoft Office Suite and ability to learn to use various computer programs and databases.
- Excellent interpersonal skills with ability to deal with various personalities.
- This position requires the strictest confidentiality due to access to confidential member information.

PAY AND BENEFITS

The salary range is $62,281 to $79,815 annually determined by experience. We also offer medical, dental and vision plans, a retirement plan, and paid holidays, vacation days, personal days and sick time.

EQUAL OPPORTUNITY

Connecticut Education Association is an equal opportunity employer and we are committed to fostering an organizational culture of diversity and inclusion. Women, minorities, people of color, members of the LGBTQ+ community, and people with disabilities are strongly encouraged to apply.

APPLICATIONS

Interested parties should submit a résumé to Lisa Bickford at: lisaab@cea.org no later than Thursday, December 15, 2022.